

CHAPTER 11 - REAL PROPERTY INFORMATION SYSTEMS

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## CHAPTER 11 - REAL PROPERTY INFORMATION SYSTEMS

### 11.0 Purpose and Scope

This Chapter describes the policy and procedures for maintaining DOC's Real Property Information Systems. It also sets forth the legislative and regulatory requirements for various real property related reports and DOC's policies for compliance with these requirements.

### 11.1 DOC Real Property Information Systems

#### 11.1.1 Background

From the mid-1980's through the late 1990's, DOC developed and expanded an in-house real property management inventory system known as the Real Estate and Space Management Information System (RSMIS). The purpose of RSMIS was to provide DOC with an automated data management inventory system for its real property holdings. It was designed to promote improved real property accountability and to assist in the more efficient and economical use of the DOC's real property assets. RSMIS also automated many of the DOC's periodic reporting requirements, giving DOC the capability of analyzing and reporting on its real property holdings in a more timely, accurate, and efficient manner.

During the late 1990's, a Real Property Team (RPT) was formed to develop the requirements for a new real property system and to conduct a market analysis of potential commercial off-the-shelf systems (COTS) that could meet DOC's needs. Based on the recommendations of the RPT and the approval of DOC's Information Technology Review Board (CITRB), OREPMP purchased a system known as the Federal Real Property Management System (Federal RPM).

In the spring of 2002, DOC entered the Implementation Phase of Federal RPM. Legacy data from RSMIS has been converted to Federal RPM and is undergoing verification by the system's Users Group. It is NOAA's intention to use Federal

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RPM to maintain its real property depreciation and financial data to support their annual financial statements. As a result, both RSMIS and Federal RPM will operate dually until NOAA's Facility Management Division is able to substantiate that the financial data and reports generated by both systems are the same. At such time, the Federal RPM Users Group will meet to set the date for exclusive use of Federal RPM.

### 11.1.2 Roles and Responsibilities

- (a) OREPMP serves as the System Administrator for both RSMIS and Federal RPM and is responsible for managing DOC policy and system requirements. OREPMP also serves as the IT Security Officer for the real property systems and liaison with the Office of the Secretary, Office of Computer Services (OCS) for all Data Base Administrator (DBA) related issues. OREPMP is responsible for testing the systems for overall data consistency, completeness and accuracy, and for resolving any deficiencies.
- (b) The Federal RPM Users Group is comprised of OREPMP, NOAA's Facility Management Division, representatives from each of NOAA's Administrative Support Centers (ASCs), the Bureau of the Census, and the National Institute of Standards and Technology (NIST). Each member of the Users Group is responsible for obtaining all required data and entering it into RSMIS and/or Federal RPM. For RSMIS, each is responsible on a monthly basis for updating their respective real property inventories and transmitting their changes to the mainframe consolidated database. Federal RPM is a real time system, so the Users Group will automatically update the centralized system as updates are entered.
- (c) OREPMP and NOAA's Facility Management Division are jointly responsible for importing GSA Rent Data on a monthly basis into Federal RPM. OREPMP will allocate space and create associated Complex Records for all

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non-NOAA DOC Bureaus assigned space by GSA. NOAA's Facility Management Division will allocate all NOAA space assignments.

- (d) The Bureaus and other Departmental elements are responsible for providing personnel information and otherwise coordinating information to be included in the real property systems with the appropriate Users Group member.

### 11.1.3 RSMIS and Federal RPM User's Guides

Additional information on RSMIS, including procedures, requirements, and operating instructions, is available in the RSMIS User's Guide. Copies of the User's Guide can be obtained from OREPMP.

The Federal RPM User's Manual, which was developed and is updated by Financial Systems Consultants (FSC), Inc. may be accessed and downloaded online at:

<http://www.rdc.noaa.gov/~facmd/assetplanning.htm>

The Federal RPM Users Group also plans to create an internal Federal RPM User's Guide. The purpose of this guide will be to provide a mechanism for standardizing DOC use of the system and fostering consistent data entry among all of its Users. At the time of publication of these revisions to the DOC Real Property Management Manual (RPMM), the DOC specific User's Guide is under development.

## 11.2 Annual Real Property Inventories

### 11.2.1 Background

DOC is responsible for submitting annual real property inventory information to GSA for the maintenance and publication of the World Wide Inventory of Real Property owned and leased by the United States Government. Effective March 14, 2002, GSA policy and guidance for preparing and submitting inventories is located in 41 CFR

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102-84. 41 CFR 102-84.10 explains the purpose of the Annual Real Property Inventory Program.

### 11.2.2 Roles and Responsibilities

The ASCs and other appropriate Bureau Real Property Operations Offices are responsible for obtaining the data required for these inventories and for providing this information to the appropriate Federal RPM Users Group member for entry into the system.

OREPMP is responsible for exporting the Departmental data from Federal RPM and submitting it to GSA's Office of Governmentwide Policy, Office of Real Property, in accordance with 41 CFR 102-84.55. The data may be sent e-mail to GSA at [asset.management@gsa.gov](mailto:asset.management@gsa.gov), per GSA's Customer Guide, Section A.

### 11.2.3 Source of Data

Data reported shall be based on Bureau real property and accounting records, as maintained in DOC's Federal RPM.

### 11.2.4 Agency Liaison

41 CFR 102-84.25 requires that each reporting agency shall designate a point of contact for the real property inventories. Within DOC, that official shall be the Associate Director, OREPMP.

### 11.2.5 Types of Real Property to be Reported

General information on the types of real property which should or should not be reported in the annual inventories is set forth in 41 CFR 102-84.40 and 102-84.45. Specific guidance and definitions on the data required for these inventories is contained in GSA's Customer Guide to Reporting Real Property Inventory Information (Customer's Guide). This Guide may be obtained from GSA's Office of Governmentwide Policy or in electronic format from OREPMP.

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### 11.2.6 Summary of Report Requirements

DOC shall prepare and submit to GSA a report in electronic format as of the last day of each fiscal year, as described in 41 CFR 102-84.55. This report is due to GSA no later than November 15 of each year.

### 11.3 Congressional Quarterly Reports

#### 11.3.1 General Policy

DOC is required by the House Committee on Appropriations, to provide quarterly reports on the details of all office relocations which will be considered as reprogrammings under Section 605 of the Appropriations Act. DOC will coordinate this information with the appropriate Bureaus and Real Property Operating Offices.

#### 11.3.2 Roles and Responsibilities

- (a) OREPMP will establish the report format and guidelines for collecting the required information. Requests for updates to the report shall be sent to the appropriate Bureau Real Property Operating Offices on the 25<sup>th</sup> day of the last month of each quarter (the December request will be sent on the 15<sup>th</sup> day). OREPMP will also provide updates to the Quarterly Report for all Bureau relocations within the National Capital Region (NCR), with the exception of those Bureaus listed in paragraph (b) below. Once all updates have been collected, OREPMP will provide a consolidated DOC Quarterly Report to the Office of Executive Budgeting.
- (b) The Census Bureau, the National Institutes of Standards and Technology, and NOAA's Facility Management Division are responsible for providing nationwide Quarterly Reports to OREPMP. NOAA's Facility Management Division is responsible for providing updated information pertaining to both NOAA and all other Bureau office

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relocations that are undertaken by NOAA's ASCs.

### 11.3.3 Policy for DOC Quarterly Reports

DOC shall establish a standard quarterly report to obtain the details of all office relocations as directed by the House Committee on Appropriations. Relocations, under this direction, are to include all office moves, openings, relocations, and closings.

Completed Quarterly Reports are to be forwarded to the DOC Office of Executive Budgeting on the 15<sup>th</sup> day of the first month of each quarter for review and submission to Congress.

### 11.3.4 Report Format

OREPMP has created a Lotus 123 spreadsheet which is used to capture the data requested by Congress. The spreadsheet is divided into four (4) sections and requires the following information to be provided:

(a) Office Moves

- (1) Entry Year
- (2) Unique Number
- (3) Bureau
- (4) City and State Moving From
- (5) City and State Moving To
- (6) Total Square Footage
- (7) Number of Employees
- (8) Target Move Date
- (9) Comments

(b) Office Openings

- (1) Entry Year
- (2) Unique Number
- (3) Bureau
- (4) City and State
- (5) Total Square Footage
- (6) Number of Employees

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- (7) Target Opening Date
- (8) Comments

(c) Office Reductions

- (1) Entry Year
- (2) Unique Number
- (3) Bureau
- (4) City and State
- (5) Present Square Footage
- (6) Square Footage to be Reduced
- (7) Number of Employees
- (8) Target Reduction Date
- (9) Comments

(d) Office Closings

- (1) Entry Year
- (2) Unique Number
- (3) Bureau
- (4) City and State
- (5) Square Footage
- (6) Number of Employees
- (7) Target Closing Date
- (8) Comments